

## CITY OF HOUSTON MUNICIPAL COURTS

☐ 1400 Lubbock  
Houston, TX 77002-1556  
7:00 A.M. to 10:00 P.M.  
Monday - Saturday

☐ 8300 Mykawa\*  
Houston, TX 77048  
8:00 A.M. to 9:00 P.M.  
Monday - Friday

☐ 3203 S. Dairy Ashford\*  
Houston, TX 77062  
8:00 A.M. to 9:00 P.M.  
Mondays and Fridays

☐ HPD North Command\*  
9455 W. Montgomery Rd.  
Monday - Friday  
8:00 A.M. to 5:00 P.M.

\*Closed 12 P.M. - 1 P.M.

Pay or Resolve this ticket before your court date or **YOU MUST APPEAR**For other locations see page 2, call 311 or (713) 837-0311, or visit [www.houstoncourts.org](http://www.houstoncourts.org)

Court # \_\_\_\_\_ Time \_\_\_\_\_ A.M. / P.M. Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Ticket # \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ ☐ DL ☐ CDL  
☐ ID ☐ MC # \_\_\_\_\_ ST \_\_\_\_\_

Race \_\_\_\_\_ Sex \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Veh Lic \_\_\_\_\_ ST \_\_\_\_\_ Color \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Occ Front \_\_\_\_\_ Occ Back \_\_\_\_\_  
Month Day Year

Home Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ Area Code \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ Area Code \_\_\_\_\_ Work Phone \_\_\_\_\_

#1 ☐ \_\_\_\_\_

#2 ☐ \_\_\_\_\_

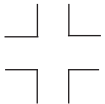
#3 ☐ \_\_\_\_\_

OFFENSE DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TIME \_\_\_\_\_ A.M. / P.M. (issue date if different) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ If commercial (vehicle, learners permit) include SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Road Service \_\_\_\_\_  
Month Day Year Month Day Year

Locations:

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

Notes / Witness name, address, phone / Witness Name and ID#.



Commercial Vehicle ☐ Y / N HAZMAT ☐ Y / N Weather ☐ Traffic ☐

OFFICER NAME



**Your failure to appear, failure to pay, or failure to satisfy a judgment ordering payment of a fine and costs, may result in: 1) a warrant issued for your arrest; 2) a charge of **Failure to Appear** and \$212 fine; 3) denial of Driver's License renewal; 4) denial of motor vehicle registration of renewal; and 5) a \$30 DPS fee for each violation charged. This is not an admission of guilt,** but I do acknowledge receipt of this notice and I will appear in court at the time and place designated above. I am the person named and identified in this ticket.

SEARCH Y / N  
CONSENT Y / N  
ARREST Y / N

Signature: \_\_\_\_\_

# INSTRUCTIONS:

Failure to resolve your citation(s) by selecting one of the following options before your scheduled court date may result in (1) Issuance of a warrant for your arrest and an **ADDITIONAL CHARGE FOR FAILURE TO APPEAR** (with a fine of \$212), (2) Denial of the renewal of your Driver's License, (3) Denial of the registration or re-registration of any motor vehicle, and (4) An **ADDITIONAL DPS NOTIFICATION FEE OF \$30 PER VIOLATION**.

## Your Options to Pay or Resolve This Ticket:

- **Schedule of Fines:** See page 2.
- **Pay by Mail:** Use the attached envelope to send personal check, cashier's check or money order payable to: "City of Houston Municipal Courts." Do NOT send cash. See instructions on page 2.
- **Pay Online:** Visit [www.houstoncourts.org](http://www.houstoncourts.org) and Click "Online Ticket Payments."
- **Pay with Credit Card:** See instructions on page 2 and page 4.
- **Pay by Phone:** Call 311 or (713) 837-0311.
- **Pay with Western Union:** Cash payment, see instructions on page 4.
- **Pay in Person:** At any of the locations listed on page 2. For other locations call 311 or (713) 837-0311 or visit [www.houstoncourts.org](http://www.houstoncourts.org).
- **Consequences of Neglecting This Ticket:** See page 3.
- **Juvenile Appearance Requirements:** See page 3.
- **Juvenile Warning:** See page 3.
- **Contesting Your Ticket:** See instructions and fill out "Plea of Not Guilty" on page 3.

## RETAIN FOR YOUR RECORDS

Check one of the following:

- ☐ Payment Online
- ☐ Payment by Mail
- ☐ Payment by Credit Card
- ☐ Payment by Western Union
- ☐ Payment in Person
- ☐ Contest Ticket

Citation Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_



**Have Questions? Dial: 311 or (713) 837-0311**  
Automated information available 24 hours a day.

**Para más información en español llame a 311 or (713) 837-0311.**

The City of Houston is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations and equal access to communications will be provided upon request. For further information or if you need accommodations due to a disability call 311 or (713) 837-0311 or visit our website at [www.houstoncourts.org](http://www.houstoncourts.org). Telecommunications for the Deaf (TDD) call (713) 247-8591.

## SCHEDULE OF FINES

Fine amounts are subject to change.

.Fine amounts include all Court costs as mandated by the state legislature.

**For fine amounts not listed**, visit [www.houstoncourts.org](http://www.houstoncourts.org) or call 311 or (713) 837-0311.

Telecommunications for the Deaf (TDD), call (713) 247-8591.

### Conduct Violations

Noise in Public or Private - City Ordinance	\$250
Misdemeanor Assault	\$320
Disorderly Conduct - Abusive Language/Threat	\$315
Fighting in Public Place	\$315
Urine / Defecate in a Public Place	\$200

### Animal Violations

No Dog / Cat License	\$100
Fail to Have Dog / Cat Vaccinated	\$100
Other Dog / Cat Violations	\$100
Failure to Surrender Rabid Animal to Health Officer	\$565
Operate Kennel without a License	\$250

### Food Establishment Violations

Food Ordinance - No Food Dealers Permit	\$565
Fail to Display Permit	\$565
Make Ice in Unapproved Ice Machine	\$275
Fail to Control Insects / Rodents	\$275
Fail to Keep Food Free from Contamination	\$370
Internal Temperatures of Potentially Hazardous Food at Improper Temperatures	\$370

### Litter Violations

Deposit Litter Unlawfully	\$240
Allow Trash to Remain at Curbside prior to Schedule (1st Offense)	\$240
Allow Trash to Remain at Curbside prior to Schedule (2nd Offense)	\$365
Failure as Owner / Occupant to remove Trees or Building Material	\$365
Accumulation of Weeds, Brush, or Rubbish	\$320

### Miscellaneous Violations

Peddlers Ordinance - Selling Goods without Itinerant Vendor License	\$375
As Parent / Guardian, Allow Minor to Violate Curfew Hours	\$235
(Sign Ordinance) Erect, Relocate Sign without written permit	\$440
Open Container of Alcohol in Motor Vehicle	\$270
Misdemeanor Theft	\$305
Public Intoxication	\$255
Consumption of Alcohol on Unlicensed Premises	\$225
Possession of Fireworks	\$421
Building Code - Fail to Post Certificate of Occupancy or No Certificate of Occupancy	\$850
Fire Code - Fail to Obtain Uncompacted Combustible Waste Permit	\$765

## Paying Before Your Court Date

### Mail

You may pay your fine(s) by sending a personal check, cashier's check, or money order payable to: "City of Houston Municipal Courts." Do NOT send cash. Use the envelope attached to this ticket.

### Online

You may pay your fine(s) online at [www.houstoncourts.org](http://www.houstoncourts.org). You may use MasterCard, Visa, Discover, or American Express.

### Credit Card

You may pay your fine(s) by MasterCard, Visa, Discover, or American Express. Complete the form attached to this ticket on page 4, sign it, use the envelope attached to this ticket and mail it to the City of Houston Municipal Courts, PO Box 4996, Houston, TX 77210-4996, or call 311 or (713) 837-0311 to make a credit card payment by phone.

### Western Union

You may pay your fine(s) by using Western Union's "Quick Collect" Delivery Service.

### In Person

You may pay before your scheduled Court date and time at any of the following locations and times.

- Municipal Courts**, 1400 Lubbock, 7 A.M. to 10 P.M., Monday - Saturday
- E. J. Stringfellow Command Station**, 8300 Mykawa Rd., 8 A.M. to 9 P.M., Monday - Friday
- Westside Command Station**, 3203 S. Dairy Ashford 8 A.M. to 9 P.M., Monday - Friday
- Kingwood Multi-Service Center** 3915 Rustic Woods Drive, Kingwood, Texas 77339-5203 8 A.M. to 5 P.M., Wednesdays only
- HPD Clear Lake Substation**, 2855 Bay Area Blvd., 8 A.M. to 5 P.M., Thursdays only
- HPD North Command Station (Acres Homes)** 9455 West Montgomery Road 8 A.M. to 5 P.M., Monday - Friday

**Locations #2 - #6 Closed 12 P.M. - 1 P.M.**

Allow 10 days from the violation date before coming to or calling the Court. **Please be properly dressed.** Shorts and tank tops are not permitted in Court.

### Contesting Your Ticket

You may appear at one of the locations listed on page 2. Appear at least 2 working days before your Court date to set your case for trial, appear in Court as scheduled, or fill out the "Plea of Not Guilty by Mail" on page 3 and mail it to the City of Houston Municipal Courts using the attached envelope.

### Consequences of Neglecting This Ticket

Failure to pay your fine on or before your Court date or failure to appear by your scheduled Court date and time will result in:

1. A warrant issued for your arrest (\$50 warrant fee plus additional fees);
2. A separate charge of Failure to Appear filed (\$212);
3. Denial of Driver's License issuance or renewal and denial of vehicle registration. To clear your Driver's License or registration, you must pay a \$30 DPS notification fee for each case;
4. Referral to a collections vendor will result in an additional collection fee of 30% of total fine.

**If you miss your scheduled Court date,** you may appear at the Public Service Counter, City of Houston Municipal

Courts, 1400 Lubbock, Monday - Saturday, 7 A.M. to 10 P.M., to pay the fine or post bond to reschedule a new Court date.

**Inability to pay the fine is not an excuse for failing to appear. Fine payment arrangements can be made at the time of appearance.**

### Juvenile Appearance Requirements

If you are a juvenile (under 17 years of age) and you have been charged with a Penal Code or City Ordinance violation including a traffic ticket, State Law requires that you must appear in Court with a parent or legal guardian. You may not pre-pay your fine. A juvenile who fails to appear in Court may have his/her Driver's License suspended.

### Juvenile Warning

A child and parent required to appear before the Court have an obligation to provide the Court in writing with the current address and residence of the child. The obligation does not end when the child reaches age 17. Before the seventh day after the date the child or parent changes residence, the child or parent shall notify the Court of the current address. A violation of this subsection may result in arrest and is a Class C misdemeanor. The obligation to provide notice terminates on discharge and satisfaction of the judgment or final disposition not requiring a finding of guilt.

## Plea of "Not Guilty" By Mail

You have a right to a jury trial, unless you give up that right and request a judge trial.

If you wish to set your case for trial, check one of the following options, complete and sign this form, and mail it to the City of Houston Municipal Courts.

Check One:

- ☐ I plead "Not Guilty," give up my right to a jury trial, and request a judge trial.
- ☐ I plead "Not Guilty" and request a jury trial.

Citation Number \_\_\_\_\_

Description of Violation(s) \_\_\_\_\_

Name \_\_\_\_\_  
Print First Name MI Last Name

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**All mail should be addressed to: City of Houston Municipal Courts  
PO Box 4996  
Houston, TX 77210-4996**



# City of Houston Municipal Courts

1400 Lubbock  
Houston, TX 77002-1556

## Payment Form

You may pay your fine(s) amount due with credit card by completing the information below.

- **You must include a copy of this ticket and this completed Payment Form.**
- The total amount charged will be the total amount due.
- If mailed after my Court date, I agree to pay the additional \$212 for Failure to Appear, charged to my credit card.

Circle One    MasterCard    Visa    American Express    Discover  
Credit Card # \_\_\_\_\_

Expiration Date    /    Name On Card  
Month    Year    Print First Name    MI    Last Name

Cardholder Signature \_\_\_\_\_ Date    /    /  
Month    Day    Year

Cardholder Social Security # \_\_\_\_\_

Your Name \_\_\_\_\_  
Print First Name    MI    Last Name

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Defendant's Signature \_\_\_\_\_ Date    /    /  
Month    Day    Year

**Disputed Credit Card Charges or Stop Payment of Check can result in a warrant for your arrest for non-payment of the Judgment. A collections vendor will be notified and will result in an additional 30% collection fee.**

# Western Union "Quick Collect" Delivery Service

## Instructions

You may pay your fine(s) by using Western Union's convenient "Quick Collect" Delivery Service. Your payment will be delivered to the Court and usually applied within twenty-four (24) hours.

Check your local telephone directory for the nearest Western Union location or call Western Union's Agent Locator Service at 1-800-325-6000.

- Bring this notice to a Western Union location.
- Obtain and fill out a BLUE "Quick Collect" form, available at the Western Union location.
- Tell the Western Union Agent that you wish to send a "Quick Collect" payment.
- Give the Western Union Agent your CASH PAYMENT.
- Give the Western Union Agent the following information:  
Pay to: City of Houston Municipal Courts  
Code City: Ticket, State: TX, Citation #

**If for any reason the Court cannot process your payment from Western Union, the payment will be rejected and returned. It will then be your responsibility to seek a refund from Western Union.**

## Late Payment Information and Consequences

Payments are considered late if postmarked after the scheduled Court date. A separate charge of Failure to Appear (FTA) will be filed. The fine for this FTA is \$212. If you send payment after your Court date, **add \$212** to the amount sent and be aware that you are subject to arrest until the payment has been processed and accepted by the Court.

